

## SCHOOL VOLUNTEERS

## I. General Policy Statement

The Dayton School Department recognizes the valuable contributions that school volunteers make to the learning process and educational goals of the school system. Instructional programs are enhanced through the participation of community members, local business and industry, and parents of the students.

These volunteers help in many ways to:

1. provide individualized education assistance to students
2. enrich students' curriculum and broaden their awareness and experience
3. relieve teachers of some non-instructional tasks and duties
4. reinforces lesson skills as assigned to students
5. stimulate community interest, concern, and support for the school system
6. have direct involvement with the educational system and process
7. strengthen school-community relations through positive participation in the schools

A volunteer is anyone who, without compensation, performs a task at the direction of and on behalf of the school. A volunteer must be officially accepted and enrolled by the school prior to the performance of the task. Volunteers shall not be considered employees of the school.

The Board established the following regulations and procedures for the utilization of volunteers.

## II. Regulations

- A. The principal and his or her designee will be responsible for the implementation and supervision of school volunteer programs.
- B. Schools are required to develop and implement activities for utilizing volunteers in their School Improvement Plans.
- C. All school volunteers are expected to be professional and dependable in their volunteer activities.
- D. School volunteer plans will include the following criteria:
  1. Adequate screening based upon the amount of contact they will have with students
  2. Reasonable supervision of volunteers based at least in part upon the amount of contact they have with students
  3. Adequate training including applicable laws, board policies, administrative procedures and school rules

### III. Procedures

#### A. Screening and Placement

1. The school principal has the primary responsibility and discretion for the screening, approval and non-approval of volunteers.
2. Once teachers' needs for volunteer services are identified, the principal will assign volunteers to specific activities.
3. Volunteers' skills, aptitudes, and wishes must match the needs of the school.
4. If a volunteer will have unsupervised contact with students, a criminal background check will be conducted upon the request of a principal, with the potential volunteer's permission.
5. Once the volunteer has been assigned to an activity or general area of responsibility, the principal will keep a record of activities.

#### B. Orientation and Training

1. Volunteers will receive a general introduction to the school environment and an overview of their role in the organization.
2. Orientation may be in the form of a large group assembly, small group, or conducted one-on-one as necessary.
3. If the school compiles an orientation it may include a handbook, welcome memo, school rules, health and safety policies, school map, school schedule, code of ethics, personnel directory, and helpful hints and tips.
4. The staff at the school will conduct training. However, when requested, specialized training may be arranged by contacting the principal. System-wide training session will be made available when there is sufficient demand and interest.

#### C. Identification

All volunteers will be required to wear a "badge" denoting their status within the school setting. The Dayton School Principal will provide badges for all volunteers in the Dayton School Department.

#### D. Record Keeping

Record keeping is essential for the ongoing evaluation of the volunteer program. The following items of information must be kept at each school.

1. Volunteering Application: Contains basic information name, address, phone number, references, etc.
2. Volunteer Log Sheet: Volunteers are to sign in before each work activity and before leaving, note the number of hours worked. The principal will tally the number of hours each month and keep this information on file and report upon request.

Adopted: October 21, 2004